

## **POLISH STUDENT INTERNSHIP PROGRAM**

### **Intern Vacancy Annoucement: PSIP/I/ODC-1**

**Open to:** Eligible Polish Students  
**Position:** Student Intern in the Office of Defense Cooperation  
**Opening Date:** March 10, 2011  
**Closing Date:** March 31, 2011  
**Work Hours:** 4 hours per day/5 days per week  
**Duration:** 3 months

**Note:** All applicants must be of Polish citizenship and meet the required definition of student as provided in the application materials to be eligible for consideration.

The U.S. Embassy in Warsaw is seeking an individual for the position of Student Intern in the Office of Defense Cooperation.

#### **Major Duties or Projects:**

- Creating a training data base of all US/Air Force courses available for PL students/soldiers;
- Records Management: Updating the training filing system in the office and all training fields
- Under the supervision of ODC members – will assist to prepare the office for the IG inspection
- Using the automated Training Management System (TMS) to produce standard and custom reports, ITO amendments, etc.
- Assistance in preparing Polish military students for departure and training Under US Training programs (processing of students data, visa, travel arrangements, entering the data to the TMS, etc).

#### **Qualifications Required**

- Excellent communications skills, time management, goal oriented
- Languages: English (Level 3), Polish (Level 4)
- Excellent typing and data entry skills
- Numerical skills;
- Knowledge of MS Office Software applications;
- Ability to work as a team member.
- Ability to use office equipment.

Information and application materials are available at  
<http://warsaw.usembassy.gov/poland/jobs.html>

Interested applicants for this position should send back the completed Application for Polish Student Intern Program and Statement of Interest together with other documentation (certified transcripts, written permission from the educational institution) that addresses the qualification requirements of the position listed above by:

1. email :PSIPWarsaw@state.gov
2. mail or hand delivery to:

U.S. Embassy  
Human Resources Office  
ul. Piękna 14a  
00-540 Warszawa  
Attn. Polish Student Internship Program

**NOTE: YOU MAY APPLY FOR ONE INTERNSHIP IN ONE SECTION/AGENCY ONLY AND YOU MUST SPECIFY FOR WHICH ONE YOU ARE APPLYING.**

**Closing date for this position: March 31, 2011**

**Equal Opportunity Employer**